



GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH, AND VICTIM SERVICES

**FY 2023 Community Partnership Agreement
Notice of Funding Availability (NOFA)
Re-issued 2.18.2022**

Online Submission Deadline: March 25, 2022 at 3 P.M.

**Funded by:
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
410-697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

Funding through this application is available to Local Management Boards.

IMPORTANT LINKS

[Application Instructions](#)

[Grant Management System \(GMS\)](#)

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for funding for a Community Partnership Agreement (CPA) from the Children's Cabinet as administered by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) in accordance with [Md. Human Services Code Ann. §8-508](#). The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to children, youth, and families with a focus on increasing childhood well-being and with intentional efforts to address childhood trauma and Adverse Childhood Experiences (ACEs), address racial and ethnic disparities, and promote research-informed practices.

If you need application assistance, please contact:

Christina Drushel Williams, Senior Policy Analyst
christina.drushel@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

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I. ELIGIBILITY CRITERIA

- A. Entities designated as the Local Management Board (LMB) by a local jurisdiction in accordance with [Md. Human Services Code Ann. §8-301](#) are eligible to apply.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office), on behalf of the Children's Cabinet.

B. Opportunity Title

FY23 Community Partnership Agreement (CPA)

C. Submission Date

March 25, 2022

D. Anticipated Period of Performance

July 1, 2022 to June 30, 2023

E. Funding Opportunity Description

Local Management Boards (Boards) were established in the 1990s as part of a State/local collaboration committed to improving the well-being of Maryland's children, youth, and families. The Boards were created to promote improved, coordinated local decision-making that focuses on results and accountability. The premise was, and continues to be, that health, education, economic, and social outcomes are more likely to be improved if decisions about programs and strategies are made by local jurisdictions with the funding, support, guidelines, and accountability managed by the State.

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan. The plan includes strategies to improve outcomes for one or more of the State's Child Well-Being Results¹:

- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children are Successful in School
- Youth will Complete School
- Youth have Opportunities for Employment or Career Readiness
- Communities are Safe for Children, Youth and Families
- Families are Economically Stable

The Office anticipates the availability of funding at least equal to the total FY22 allocation of \$17,280,335 to address the State's Child Well-Being Results (above). All funding is contingent upon the final approval of the Children's Cabinet Interagency Fund budget during the 2022 legislative session of the Maryland General Assembly.

The Children's Cabinet has adopted three overall themes that support its collective work as supported by this NOFA: Racial and Ethnic Disparities (R/ED); Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs); and research-based practices. These themes or "lenses" should be applied to all programs/strategies proposed for FY23 as follows:

¹ For more information on the Results and Indicators, please see [Governor's Office of Crime Prevention, Youth, and Victim Services](#).

1. Racial and Ethnic Disparities (R/ED) - All programs/strategies must incorporate intentional efforts to address racial and ethnic disparities, including:
 - a. The strategies that the applicant will incorporate to reduce/eliminate R/ED within the target population(s);
 - b. How the applicant's R/ED efforts will support and inform planning, assessment, implementation and evaluation of the program; and,
 - c. A discussion of the most recent local R/ED data (demographic data and disaggregated program/outcome data by race/ethnicity, as available) with citations.
 - d. Information on how the applicant will create and/or utilize the collection of disaggregated data to monitor progress and outcomes for program participants, and identify trends and challenges that prevent participants from successfully obtaining services and reaching goals.
 - e. Provide detailed information on the applicant's efforts and plans to incorporate internal/external strategies (training/technical assistance, assessment of programming, and other strategic opportunities) to create a more racially equitable organization and partnerships.
 - f. The applicant's ability to gather and analyze qualitative data by surveying/interviewing program participants, and incorporate the voices of those at-risk or impacted by system-involvement (youth, parents/caregivers, community members, etc.) in program planning and implementation efforts.
2. Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs) - All programs/strategies must incorporate intentional efforts to reduce ACEs and increase TIPs. Successful adoption of this ACEs/trauma-informed lens includes:
 - a. Increasing awareness of ACEs and TIPs among State- and community-level prevention professionals, and emphasizing the relevance of ACEs and TIPs to behavioral health disciplines;
 - b. Including ACEs and TIPs among the primary risk and protective factors, if engaging in prevention planning efforts;
 - c. Addressing ACEs and trauma, including efforts focusing on reducing intergenerational transmission of ACEs; and,
 - d. Using ACEs and trauma research and local data to identify groups of people who may be at higher risk for behavioral health concerns and conducting targeted prevention efforts.
3. Research-Based Practices - It is strongly preferred that programs/strategies proposed for FY23 implement a continuum of clinically researched practices that have some demonstrated success with youth to include promising practices, best practices, and evidence-based practices. For example, if proposing to fund a home visiting program to address the Low Birth Weight Indicator, the program could employ the Healthy Families America model or some other as applicable.

Boards requesting Community Support funding for planning activities should include in its application a thorough description of the specific planning activities proposed and provide up to three How Much performance measures for those planning activities identified in the application.

ALL FUNDING IS CONTINGENT UPON THE FINAL APPROVAL OF THE CHILDREN'S CABINET INTERAGENCY FUND BUDGET DURING MARYLAND'S 2022 LEGISLATIVE SESSION OF THE GENERAL ASSEMBLY.

FUNDING DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL OR RECONSIDERATION.

III. PROGRAM/STRATEGY REQUIREMENTS

A. Program/Strategy Priorities

For FY23, Local Management Boards should focus on the following Children's Cabinet priorities:

1. Reducing the impact of parental incarceration on children, youth, families, and communities;
2. Reducing youth homelessness;
3. Improving outcomes for disconnected/opportunity youth;
4. Reducing childhood hunger;
5. Increasing opportunities for community-based programs and services for youth (including, but not limited to juvenile justice diversion programs); and/or,
6. Preventing out-of-State placements.

B. Programs/strategies may address any child well-being result and the corresponding Indicator as appropriate and will include activities that address the complex and unique needs of the identified priority population.

C. Successful applications to address prevention/early intervention for a population will:

1. Be based on a clear understanding of the local population, including a discussion of the data (including citations) for this population;
2. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the population;
3. Consider research-based practices (including promising, best, and evidence-based approaches) in program implementation; and,
4. Demonstrate a connection to local efforts for which the proposed program/strategy is complementary and not duplicative.

D. Because one program/strategy cannot meet all needs in the jurisdiction, Boards are strongly encouraged to adopt a "collective impact" approach, whereby the Board convenes a variety of partners to work together to provide programming, remove barriers, and support long-term goals, with each partner playing a distinct but complementary role.

E. If a Board intends to propose a program/strategy for funding that falls outside of the criteria herein, the Board may request a waiver under the following circumstances:

1. The program has been identified as a critical need in the community planning process;
2. No other similar service exists in the jurisdiction to meet the need; and,
3. The Board can demonstrate that the loss of service will have a significant negative impact on vulnerable children or families in the jurisdiction.

The waiver request should be submitted as a separate document with the NOFA application and include a discussion of the items noted above. In addition, the program/strategy should be included in the application.

F. Local Management Board Performance Measure Accountability Process

The Local Management Board Performance Measure Accountability [Process](#) approved December 16, 2020 shall be fully implemented for programs/strategies funded in FY23 as part of this award. Underperforming programs for which there is no data, and/or no remedy has been derived from the LMB's technical assistance provided and application of the Process should not be included for funding for FY23.

G. Allocation

Each jurisdiction will be eligible for a FY23 funding allocation equal to the Board's FY22 allocation. Funding for Board Administration may be adjusted within that FY23 funding allocation to not exceed 30% of the jurisdiction's total FY23 allocation. The FY23 allocation for each jurisdiction is identified in the chart, below, that does not include an award for the Local Care Team coordinator:

Jurisdiction	FY23 Allocation²
Allegany	\$518,940
Anne Arundel	\$1,391,832
Baltimore City	\$3,275,466
Baltimore	\$1,566,378
Calvert	\$400,383
Caroline	\$631,775
Carroll	\$575,348
Cecil	\$591,413
Charles	\$430,389
Dorchester	\$485,992
Frederick	\$441,353
Garrett	\$594,591
Harford	\$640,263
Howard	\$502,403
Kent	\$422,015
Montgomery	\$1,712,433
Prince George's	\$1,933,586
Queen Anne's	\$375,961
St. Mary's	\$450,451
Somerset	\$323,784
Talbot	\$527,553
Washington	\$756,266
Wicomico	\$857,229
Worcester	\$874,531
TOTAL	\$20,280,335

H. Board Administration and Community Support

Beginning in FY23, the Children's Cabinet has adopted the following definitions of Board Administration and Community Support as they relate to Local Management Boards.

“Board Administration” means the costs to support the administration of the LMB as an entity and its office. Examples include, but are not limited to, wages and benefits, rent and utilities, insurance, office supplies, transportation, etc.” Expenses in this category support the individual LMB and are not attributable to a specific program/strategy.

“Community Support” means the costs to support the outward-facing work of the LMB. Examples include, but are not limited to, assessing community needs, community engagement activities (fees for staffing a table or display at a community event, etc.), events for community members and stakeholders, etc.” Expenses in this category DO NOT support the operation of the LMB and are not attributable to a specific program/strategy.

² The allocation listed does not include a FY23 award for the Local Care Team Coordinator.

For FY23, there is flexibility for the LMB to determine the funding from its total allocation to be allotted for both Board Administration and Community Support as applicable. For FY23, funding for Board Administration may not exceed 30% of the LMB's total allocation. Community Support funding is not included in Board Administration and is not subject to a cap. Separate budget forms should be submitted for the Board Administration and Community Support requests. See Appendix 1 for examples of Board Administration and Community Support expenses. Funding requests for Board Administration expenses exceeding 30% of the total allocation will be considered on a case by case basis and should be explained in a separate document that is submitted with the NOFA response and uploaded in the "Documents" section of GMS.

I. Results-Based Accountability Framework and Performance Measures

The Results-Based Accountability framework³, the foundation of the Children's Cabinet's work since the 1990s, allows the Office and the Boards to enhance the service delivery activities through the adoption of Results in planning and decision-making; and the use of performance measures to effectively track the impact of the programs and improve program performance. Results-Based Accountability focuses on two key types of accountability and language discipline:

<p>Population Accountability Language</p> <p>Result is a population condition of well-being for children, adults, families, and communities</p> <p><i>Example: Families are safe and economically stable.</i></p> <p>Indicator is a measure that helps to quantify the achievement or result.</p> <p><i>Example: The percent of children under age 18 whose family income is equal to or below the federal poverty threshold.</i></p>	<p>Population Accountability Questions</p> <p>What are the quality of life conditions we want for the children, adults and families who live in our community?</p> <ol style="list-style-type: none"> 1. How can we measure these conditions? 2. How are we doing on the most important of these measures? 3. Who are the partners that have a role to play in doing better? 4. What works to do better, including no-cost and low-cost ideas? 5. What do we propose to do?
<p>Performance Measure Language</p> <p>Performance Measures are measures that tell how well a program, agency, or service system is working and specifically whether the customers are better off.</p>	<p>Performance Measure Questions</p> <ol style="list-style-type: none"> 1. How much did we do? Examples: # of people served, # of activities 2. How well did we do it? Examples: % of tasks performed on time, attendance rates, % customers who report being treated well, unit cost per service, % of standards met 3. Is anyone better off? Examples: # and % changes in skills, knowledge, attitude, opinion, behavior or circumstance

The Results-Based Accountability framework helps the Children's Cabinet, the Office, and the Boards move from ideas to action to ensure that our work and investments are making a real difference in the lives of Maryland's children, youth and families. The Office employs the framework and the data from the Scorecards to ensure that investments are effective and show the logical link between the desired Results, the Indicators of success, programs/strategies for achieving the desired Results, and performance measures for those programs/strategies.

How Much, How Well and Better Off performance measures are required for each funded program/strategy. Boards requesting Community Support funding for planning activities should provide up to three How Much performance measures for those planning activities identified in the application. Performance measures must be developed in accordance with the Results-Based Accountability framework. In addition, Boards are strongly encouraged to use the Results-Based Accountability framework as part of its planning process to develop a response to this Notice of Funding Availability. Boards that engage in activities specific to the framework, such as

³ For information on the Results-Based Accountability framework, go to www.raguide.org or www.resultsaccountability.com, or access the online materials that are available through the Scorecard license provided to each Board.

turn-the-curve exercises, will be best-positioned to develop a successful application that satisfies the Children's Cabinet requirements.

Technical assistance on performance measures is available during contracting either by request from the Board or as required by the Office.

Additional data for the Local Care Team and other programs/strategies may be requested as needed by the Children's Cabinet.

J. Required Performance Measures

- a. For ACEs and TIPs (added to Board Administration and/or Community Support measures):
 - i. Number and percent of programs/strategies incorporating ACEs concepts in planning efforts and interventions; and,
 - ii. Number and percent of programs/strategies incorporating ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.
- b. For Research-Based Practices (added to Board Administration measures):
 - i. Number and percent of clinically researched practices (including promising practices, best practices, and evidence-based practices) employed that have some demonstrated success with youth.
- c. For R/ED Measures (added to Board Administration and/or Community Support measures)
 - i. Number and percent of staff and/or participants who reported an understanding of R/ED principles after participating in training and education opportunities.
 - ii. Number and percent of programs/strategies that collected and analyzed disaggregated performance data by race and ethnicity.
- d. For Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities (for the program/strategy):
 - i. Number and percent of participants who report an improved attitude/outlook for communication and family stability, and resources available during/post incarceration; and,
 - ii. Number and percent of participants who report increased communication, family stability, maintenance of familial connections, or support in reunification.
- e. For Reducing Youth Experiencing Homelessness (for the program/strategy):
 - i. Number and percent of participants who report improved housing stability; and,
 - ii. Number and percent of participants provided with services to obtain housing stability.
- f. For Improving Outcomes for Disconnected/Opportunity Youth (for the program/strategy):
 - i. Number and percent of participants not working or in school who report a connection to work/school; and,
 - ii. Number and percent of participants at-risk of disconnection who report maintaining the connection.
- g. For Reducing Childhood Hunger (for the program/strategy):
 - i. Number and percent of participants who report increase in self-sufficiency;
 - ii. Number and percent of participants who report a reduction of food insecurity; and,
 - iii. Number and percent of participants who report an increase in food/meal availability.
- h. For Increasing Opportunities for Community-Based Programs and Services for Youth (for the program/strategy):
 - i. Number and percent of participants served by community-based options;
 - ii. Number and percent of participants at risk of entering the juvenile justice system who were alternatively served by community-based treatment options;
 - iii. Number and percent of participants successfully completing the program; and,
 - iv. Number and percent of participants demonstrating achievement of goals.

- i. For Preventing Out-of-State Placements: performance measures for this priority will include the following measures that are currently collected for the Local Care Team:
 - i. Number and percent of new cases referred for in-State residential placements that are alternatively served through community-based services; and,
 - ii. Number and percent of new cases referred for out-of-State placement that are alternatively served through in-State community based services or in-State residential placements.
- j. For Board Administration:
 - i. Number of initiatives for which Board convenes the initial interagency or community group;
 - ii. Number of initiatives in which the Board is an active participant;
 - iii. Number and percent of the Board's total revenue that is obtained from non-Children's Cabinet-awarded sources (county funds, foundations, federal grants, etc.) to fund administrative costs and/or programs/strategies;
 - iv. Number and percent of all Board staff that have completed no less than introductory training (ex., Results Accountability 101) in Results Accountability (RA) as provided by a trained RA trainer; and
 - v. Number and percent of new and ongoing programs/strategies that meet or exceed performance measure targets (no less than 80% of all performance measures per program/strategy are met or exceeded) that are heading in the right direction or turning the curve.
- k. For Local Care Team (LCT):
 - i. Number of new cases referred to the LCT;
 - ii. Number of cases reviewed by the LCT;
 - iii. Number of LCT trainings provided;
 - iv. Number of LCT meetings;
 - v. Number and percent of mandated LCT representatives that attend at least 75% of LCT meetings;
 - vi. Number and percent of all LCT reviews (new, follow-up, and annual reviews) where the youth's parents (or legal guardians) attended;
 - vii. Number and percent of new youth referred for in-State residential placement who are alternatively served through community-based services; and,
 - viii. Number and percent of new youth referred for out-of-State placement who are alternatively served through in-state community-based services or in-State residential placements.

IV. APPLICATION PROCESS

Applicants are required to apply for funding using the Office's web-based GMS application, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov/>.

In order to use the web-based application you must have a User ID.

If you have not previously applied using GMS, go to the web URL below to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **March 18, 2022**. If you have previously applied using GMS, use your existing User ID and password for this application.

If you have previously applied to the Office, but do not have your User ID, or are having technical issues with the system, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Christina Drushel Williams at christina.drushel@maryland.gov.

The online application must be submitted no later than 3:00 P.M. on Friday, March 25, 2022.

Processing of late applications is governed by the State of Maryland Policies and Procedures Manual for Local Management Boards' policy on Grant Application Deadlines and Late Application Submission effective July 1, 2019. This policy identifies circumstances in which the Children's Cabinet and/or the Office may consider applications submitted after the deadline. Local Management Board applicants should immediately contact the Office in the case of extenuating circumstances leading to a late submission.

V. TRAINING/TECHNICAL ASSISTANCE

To help applicants prepare and submit applications that reflect the established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning the application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found [here](#). Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Technical assistance will be offered during the monthly meeting with Local Management Boards scheduled for February 1, 2022 from 1-3 p.m. The meeting will be conducted by videoconference. To join the meeting, cut and paste the link in your browser (preferred option): meet.google.com/zhb-mhjk-oqp, or join by phone by calling 941-216-6134 (PIN: 122 853 527#).

This session is limited to Board staff, Board members, and local government representatives working with the LMB. Consultants (including but not limited to grant writers, those assessing community needs, etc.) employed or contracted by the Board may attend as invited by the Board. Boards who wish to invite their consultant(s) must submit the consultant(s) name, email address, and affiliation to Christina Drushel Williams via email by January 24, 2022. Current or potential program/strategy vendors/consultants who may join the meeting will be asked to exit.

VI. IMPORTANT DATES

Date	Action	Follow-Up/Location/Notes
January 21, 2022	<i>Issue Notice of Funding Availability</i>	<ul style="list-style-type: none">• GovDelivery email to Local Management Board points of contact and Board members• Posted to Office website.• GMS
January 21 - April 8, 2022	<i>Training and Technical Assistance</i>	
February 1, 2022 1-3 p.m.	<i>Pre-Application Meeting</i> Office staff will provide an overview of the NOFA and the application process and will answer questions from Local Management Boards.	To join the meeting: Cut and paste the link in your browser: meet.google.com/zhb-mhjk-oqp OR

		Join by phone by calling: 941-216-6134 PIN: 122 853 527#
March 25, 2022	<i>Applications Due</i> Boards submit applications in GMS no later than 3 p.m. EST.	
March 25 - April 15, 2022	<i>Applications Reviewed</i>	
By April 22, 2022	<i>Boards are notified of identified deficiencies that must be addressed to ensure recommendation for funding.</i>	
April 29, 2022	<i>Deadline for Board application cures</i>	
June 2022	<i>Letters of Intent Sent</i>	Via GMS
July 1, 2022	<i>FY23 CPA Effective Date</i>	All FY23 grant activity begins for Boards that have received a notification of award. Community Partnership Agreement contracts will be developed with a 7/1/22 effective date for implementation of FY23 activities.

VII. APPLICATION and EVALUATION

A. Children's Cabinet Program/Strategy Priorities

The Children's Cabinet priorities listed below define the populations for which programs/strategies may be proposed. The target population(s) for each proposed program/strategy should be defined to include participants from one or more of the priority populations as follows.

1. Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities

Incarceration affects Maryland's communities at vastly different rates and there is no jurisdiction immune to its consequences. Average family income decreases by more than 22% during a parent's incarceration, and the parent's earnings also decrease following their release⁴. Children of incarcerated parents are more likely to become homeless or enter foster care.

In the U.S., "children of incarcerated parents are an extremely vulnerable group, and much more likely to have behavioral problems and physical and mental health conditions than their peers, reports Kristin Turney, a University of California-Irvine sociologist⁵." She notes:

"We know that poor people and racial minorities are incarcerated at higher rates than the rest of the population," she says. "Incarceration is likely compounding the disadvantages their children face, setting them further behind, and contributing to racial and social class inequalities in children's health⁶."

⁴ The Pew Charitable Trusts, 2010. [Collateral Costs: Incarceration's Effect on Economic Mobility](#). Washington, DC: The Pew Charitable Trusts.

⁵ <https://www.prb.org/resources/parents-imprisonment-linked-to-childrens-health-behavioral-problems/>

⁶ Ibid.

Programs/strategies may address one or more of the Child Well-Being Results and will generally focus on interventions that promote family stability, maintain familial connections, support reunification, etc.

Applications to address this population will:

- a. Be based on a clear understanding of the local population affected by incarceration, including a discussion of the local data for this population;
- b. Incorporate the local partners necessary to ensure success in mitigating the effects of incarceration on children, youth, families, and the community;
- c. Consider best practices in program implementation; and,
- d. Demonstrate, through narrative discussion, a connection to local efforts to address reentry, justice reinvestment plans, or substance use (particularly opioid addiction) strategies, as applicable.

2. Reducing Youth Experiencing Homelessness

Local Management Boards are positioned to identify the drivers and effects of youth experiencing homelessness in their communities and ensure those youth are connected to appropriate services. Programs/strategies will generally address the Child Well-Being Result of “Families are Economically Stable” (but may address other Results, depending on local needs).and will include activities that address the complex and unique needs of the unaccompanied homeless youth population.

Applications to address this population will:

- a. Be based on a clear understanding of local unaccompanied homeless youth, including a discussion of the local data for this population;
- b. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the unaccompanied homeless youth population;
- c. Consider best practices in program implementation; and,
- d. Demonstrate, through narrative discussion, that links the program to local stakeholder groups/resources, the local Continuum of Care, other local homelessness planning efforts, etc., as applicable.

3. Improving Outcomes for Disconnected/Opportunity Youth

Disconnected youth are teenagers and young adults between the ages of 16 and 24 who are neither working nor in school. These youth are also referred to as “Opportunity Youth” because reconnecting them to work and school has a positive economic and civic impact. According to a recent report, Maryland ranks 27th in the Nation with 69,800 or 10.4% of youth disconnected.⁷

Programs/strategies will generally address either the “Youth Will Complete School” or “Youth Have Opportunities for Employment or Career Readiness” Child Well-Being Results (but may address other Results, depending on local needs) and will focus on reconnecting the out-of-school population to work or school or preventing youth from becoming disconnected in the future. Given the diverse nature of the population, effective strategies for improving outcomes must be based on local data, specific challenges, and particular needs.

Applications to address this population will:

- a. Be based on a clear understanding of the local out-of-school and/or out-of-work youth population, including a discussion of the local data for this population;
- b. Incorporate the local partners necessary to ensure successful reconnection to work and/or school;
- c. Consider best practices in program implementation; and,

⁷ Lewis, Kristen. [A Decade Undone: 2021 Update](#). New York: Measure of America, Social Science Research Council, 2021.

- d. Demonstrate, through narrative discussion, connections to local Workforce Development Board programs, drop-out recovery efforts, or two generation strategies, as applicable.

4. Reducing Childhood Hunger

Beyond connecting children and their families to food assistance programs, the Office and the Children's Cabinet also recognize the importance of building sustainable strategies to reduce the incidence of hunger among Maryland's children.

Programs/strategies will generally address the Result of "Families are Economically Stable" (but may address other Results, depending on local needs).and will include activities that encourage family self-sufficiency and shift the focus to long-term impact. **Programs/strategies that include only immediate hunger-alleviating activities without family self-sufficiency approaches will not be funded.**

Applications to address this population will:

- a. Be based on a clear understanding of the local population's food insecurity, including a discussion of the local data for this population;
- b. Incorporate the local partners necessary to ensure long-term family self-sufficiency;
- c. Consider best practices in program implementation; and,
- d. Include activities that encourage family self-sufficiency and shift the focus to long-term impact.

5. Increasing Opportunities for Community-Based Programs and Services for Youth

Boards may propose programs/strategies that create, expand, and/or enhance community-based programming to address local needs and gaps as identified by the Board's various planning and assessment activities.

This may include, but is not limited to juvenile justice diversion programs/strategies designed to divert low-risk youth from formal processing into the justice system and/or out-of-home placements. These diversion programs also include youth involved in school-based offenses. The goal is to reduce the number of youth entering the juvenile justice system by providing supportive services within the communities in which they reside.

Programs/strategies will address Results specific to local needs and the population to be served. For juvenile justice diversion programs, (if proposed) this is most likely the "Communities are Safe for Children, Youth and Families" Result, but may address other Results, depending on local needs.

Applications to address this population will:

- a. Work directly and collaborate with local partners, as appropriate to the program/strategy, who have a role in developing or enhancing community-based outreach and programming for youth.
- b. Include pro-social activities, connections to services and supports for youth and families;
- c. Develop, expand, and/or enhance outreach/community-based programming for youth.
 - a. For juvenile justice diversion programs, consider a focus on those at-risk of being recruited by gangs (even if the youth has not had previous law enforcement contact) by working with local partners to focus on communities with high gang membership and activity; and,
- d. For juvenile justice diversion programs, if proposed, include objective indicators of success for youth referred to the diversion program to be compiled by the program administrator on an annual basis. Such measurements include, but are not limited to: school attendance, employment, whether the youth is living at home and additional law enforcement contact.

6. Preventing Out-of-State Placements

Programs/strategies will generally address the “Families are Economically Stable” Child Well-Being Result but may address other Results, depending on local needs.

Applications to address this population will:

- a. Employ a multi-disciplinary approach utilizing State and non-State partners, such as the Local Care Team;
 - b. Document risk factors for out-of-State placement; and,
 - c. Create or maintain a plan to support children and families at-risk for out-of-State placement with attention to youth with multiple risk-factors (e.g. multiple disabilities [physical, mental, developmental, intellectual, learning, etc.], behavioral issues, substance use/abuse, education needs, juvenile justice involvement, foster care, etc.).
- B.** Applications will be reviewed by staff from, but not limited to, the Office, representatives from Children’s Cabinet Agencies, and other partners. Reviews will identify any deficiencies in the application that must be rectified before an application can be approved for FY23 funding.
- C.** Each application must include the following information **in the following format** that is uploaded to the “Document” section of the GMS. One narrative document may be submitted or the Board may elect to submit separate documents for each prioritized Result. The application will be evaluated based on the following which is the required format for the application:

Prioritized Result:

Prioritized Indicator #1:

- A. What is the story behind the curve of the baseline?** Briefly explain the story behind the baseline: the factors (positive and negative, internal and external) that are most strongly influencing the curve of the baseline. Provide local context from needs assessment activities, turn the curve exercises, etc.
- B. Who are partners who have a role to play in turning the curve?** Identify key community partners that the Board is working with to address the identified story and the role(s) they play in the work.
- C. What works to turn the curve?** A brief discussion of the types of programs, services, approaches and/or interventions that work to address the factors identified in the story behind. Reference existing literature, research and/or identified best practices and provide citations.
 - a. Prioritized Program/Strategy #1:** Identify the strategy/program to be funded
 - i. Program Description**
 - a. Should include a detailed description of what the program/ strategy is (what the vendor is going to do), how and when it operates, and where services will be provided. A specific area must be identified. Responses that indicate the program/strategy is available across the entire jurisdiction will not be accepted. Responses may include zip codes, neighborhoods, school catchment areas, etc.
 - b. Also identify the research-based practices to be employed (including promising practices, best practices, and evidence-based practices). For example, a specific evidence-based program model, curriculum, etc.
 - ii. Target Population**
 - a. Description of how the population was identified as needing the intervention including a discussion of the local data reviewed that supports the need for this intervention;
 - b. Robust recruitment plan to ensure that the appropriate participants are identified and enrolled; and,
 - c. Anticipated number of people to be served.
 - iii. Evidence of Effectiveness**

- a. For new programs ONLY this would include published research or evidence that demonstrates why this is the appropriate program/strategy to address the issue(s) in the story behind the curve. Provide citations for published works
- b. For continuing programs that are successful, existing data in the Scorecard will normally suffice but additional context related to program performance or increased need, etc. could also be provided. Scorecards will be reviewed and there is no need to include Scorecard data in the response.
 - i. Full completion of the narrative sections of the Scorecard are critical if proposing continuation of a program that has less than three full years of data entered or there is incomplete data entry. Without complete Scorecard data entry (including narratives as applicable), there is no justification for requesting continued funding.
 - ii. Scorecard data entry should include the required information as noted in Policy section 2c(1)-(3) of the Local Management Board Performance Measure Accountability Process.
 - iii. Boards are strongly encouraged to implement Policy section 2c(4) of the Accountability Process and include that information in the Scorecard to address the contributing factors for data and to address any program improvement that is needed for the next time period.

iv. Performance Measures

- a. For new programs/strategies, Boards will complete the performance measure table that includes numerators and denominators for calculations under each of the three headings (How Much, How Well, Better Off).
- b. For existing programs, the expectation is that the approved performance measures from FY22 will be retained for FY23. If a change is necessary for one or more of the approved performance measures, the Board will complete the performance measures table as noted above for only the new measures proposed. Provided in Appendix 2 is a table that the Board may utilize in planning for FY23 to consider if changes to previously approved performance measures are needed. Use of this table is optional, and if used, does not need to be submitted in GMS with the application.
- c. While not required for the application, a full set of performance measures for FY23 will include the following that will be incorporated in the CPA contract:
 - i. The standard performance measures for Board Administration and Local Care Team coordinator funding;
 - ii. Two to three How Much, How Well, and Better Off performance measures for each program/strategy; and,
 - iii. The required performance measures for the Children's Cabinet priority.

v. Racial and Ethnic Disparities (R/ED), to include:

- a. Description of short- and long-term strategies that will be incorporated to reduce/eliminate R/ED issues amongst the targeted population(s);
- b. Discussion on how R/ED efforts will support and inform planning, assessment, implementation, evaluation of the program; and,
- c. A description of the most recent R/ED data for the jurisdiction.
- d. Boards are strongly encouraged to make intentional efforts to address R/ED issues within the jurisdiction.

vi. Adverse Childhood Experiences (ACEs) and Trauma-Informed Practices (TIP), to include incorporation of intentional efforts to reduce ACEs and increase TIPs. Include a discussion of how the program/strategy will:

- a. Increase awareness of ACEs and TIPs among State- and community-level prevention professionals, emphasizing the relevance of ACEs and TIPs to

- behavioral health disciplines;
- b. Include ACEs and TIPs among the primary risk and protective factors, if engaging in prevention planning efforts;
- c. Address ACEs and trauma, including efforts focusing on reducing intergenerational transmission of ACEs; and,
- d. Use ACEs and trauma research and local data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.

D. Local Care Team Coordinator Page

- a. Use the [template provided](#) to request funding for a Local Care Team coordinator for FY23. Please upload the completed page to the “Document” tab in the GMS.
- b. The Board must either request Local Care Team coordinator funding for staff for FY23 or describe how the Local Care Team coordinator functions will be maintained in its respective jurisdiction (e.g. sharing a coordinator with another jurisdiction, supporting the position with another revenue source, etc.) without a separate award for the Local Care Team coordinator. Please use only the template provided for the request and upload the completed page into the “Document” tab in the GMS.
- c. For FY23, in addition to funding for the Local Care Team coordinator, the Board may request an additional amount of up to 5% of the salary expense for administrative expenses for the coordinator and/or for administration of the Local Care Team (e.g. for a hotspot to facilitate parent participation in meetings, for HIPAA-compliant video conferencing, etc.).
- d. Funding requests for administrative expenses exceeding 5% will be considered on a case by case basis and should be explained in the completed Local Care Team Coordinator page.

E. Budget

- a. Use the [Budget Worksheet template](#) provided to develop a proposed budget with a corresponding budget narrative for each proposed program/strategy/planning activity including Board Administration, Community Support, and Local Care Team coordinator funding.
- b. Follow the instructions provided in the first tab of the Budget Worksheet template.
- c. Enter the totals for each category in GMS as instructed.
- d. The total funding requested (not including the LCT request) must equal the amount of the FY23 Allocation as noted on pages 8-9.

F. Letters of Support/Commitment

- a. Letters of support/commitment should not be submitted. Instead, the Board should address the specific support/commitment required in its narrative, as applicable, rather than by submission of letters.
- b. Generic letters of support for the LMB or for a program/strategy will not be considered.
- c. The Office may request letters of support/commitment as applicable if the narrative does not adequately address needed support/commitment.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of Community Partnership Agreement awards for FY23 will begin on July 1, 2022 and end on June 30, 2023.

B. Cost Principles

- 1. See the [State of Manual Policies and Procedures Manual, Section IV, Subsection 50](#) for a discussion of applicable cost principles.
- 2. See the [State of Maryland Policies and Procedures Manual, Section V, Subsection 10](#) for a

- discussion of applicable restrictions, including unallowable costs.
3. **Information contained in the links above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The schedule for the distribution of awarded funds and reporting requirements are as noted in the [State of Maryland Policies and Procedures Manual for Local Management Boards, Section II, Subsection 70A](#). For further post-award instructions, read the General Conditions at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Office and its fiscal agent STRONGLY encourage the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, see: <https://marylandtaxes.gov/divisions/gad/eft-program.php>

B. Match

1. There is no match required except for Youth Services Bureaus funded in accordance with Human Services Article, §9-233, Annotated Code of Maryland and Code of Maryland Regulations (COMAR) 16.17.01.
2. All non-Children's Cabinet Fund revenue that is paid/awarded/administered to/by the Local Management Board in support of a program/strategy/planning activity must be identified in the appropriate budget(s).
3. In-kind (non-cash) support must likewise be identified in the appropriate budget(s).

C. Supplanting, Transparency, and Accountability

A strong emphasis is placed on accountability and transparency. Boards must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

The Board should ensure that the funding from the Office and/or Children's Cabinet is not used for programs/strategies that could be provided by another organization or State agency. Funding from the Office and/or Children's Cabinet Interagency Funds are the funding source of last resort.

D. Special Conditions/Restrictions

Special conditions/restrictions may be imposed by the Office and/or the Children's Cabinet to address deficiencies identified in the application, to remedy issues that are raised during review, and/or concerns that cannot be satisfactorily addressed prior to the commencement of the grant period.

E. Reports

Local Management Boards are required to submit program and fiscal reports in a timely manner using the format and system provided by the Office in accordance with the State of Maryland Policies and Procedures Manual for Local Management Boards.

Appendix 1

LMB BOARD ADMINISTRATION and COMMUNITY SUPPORT EXAMPLES

Fiscal Year 2023

LMB:

DESCRIPTION		Generally Appropriate for Board Administration (B)*	Generally Appropriate for Community Support (C)*	Notes and Examples
Budget for Board Administration/Community Support				
Personnel				
	Salaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Salaries and wages paid to employees of the LMB organization.
	Fringe Costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employment taxes and benefits paid for employees of the LMB organization.
Operating Expenses				
	Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phone expenses
	Postage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Stamps, etc. for routine LMB operations; C - Stamps, etc. for mailings related to specific community engagement event
	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electricity, water, internet needed for the LMB office
	Advertising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - LMB-related ads placed in newspaper, online, etc.; C - Ads for specific community engagement activities
	Office Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Consumable items for LMB operations (paper, ink, pens, etc.); C - Consumable items for a specific community engagement event (binders for a training, flip charts, etc.)
	Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - General liability, etc. for the LMB; C - One-day policy for a community-engagement event
	Rent/Mortgage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - For the LMB office space; C - Room rental fees for a community engagement event
	Printing/Duplication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Duplication and copier expenses for the LMB; C - Printing programs for a specific community engagement event
	Information System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licenses for LMB use (e.g. Quickbook, Microsoft Office, etc.)
	Vehicle Operating (other than Insurance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expenses to operate a vehicle owned or assigned to the LMB
Travel				
	Business Travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Expenses for LMB staff; C - Expenses for trainers or consultants to lead a community engagement event
	Conferences/Conventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registration fees for LMB staff
Contractual Services				
	Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Expenses for LMB staff; C - Expenses for training to be provided to the community (e.g. Bridges Out of Poverty)
	Consultant (other than Legal & Accounting/Auditing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expenses for Clear Impact training not provided by GOCYPVS, etc.
	Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consultation to the LMB
	Accounting/Auditing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services provided to the LMB
Equipment				
	Office Equipment/Furniture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B - For LMB operations
Other				
	Vehicle Purchase and Lease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B - For LMB use
	Program Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C - Curriculum, books, workbooks, proprietary goods needed for a community engagement event
	Professional Dues/Publications/Subscriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B - Association dues, professional publications, etc. for the LMB
	Food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B - Snacks for youth during a community conversation event; C - Snacks at a Bridges Out of Poverty cohort for community members
TOTAL Budget for Board Support		\$0	\$0	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Admin):				
	County/City Direct Revenue (Cash)			
	County/City In-Kind			
	Fee for Service			
	Other (Enter Source Here)			
	Other (Enter Source Here)			
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA			\$0	
CPA/Children's Cabinet FUNDING REQUEST		\$0		
TOTAL Revenue-Children's Cabinet + Other Sources Used to Support CPA				

Notes

*A check for Board Administration and/or Community Support means that generally, expenses on these line items would be appropriate for that budget. The Office is open to considering exceptions and waivers as needed.

For both B and C, some expenses may be included on one or more lines. For example - a copier may be listed on the Office Equipment or Printing line.

Appendix 2

PERFORMANCE MEASURES REVIEW			
CURRENT PERFORMANCE MEASURES	PERFORMANCE MEASURES PROPOSED FOR FY23	RATIONALE/JUSTIFICATION FOR CHANGE	FINAL MEASURES TO INCLUDE IN FY23 NOFA RESPONSE